Office Hours:

My office hours this semester are Mondays through Wednesdays from 1:00 pm until 3:00 pm. My general office policy is, “if I am here then I am available to help you.” Do not hesitate to drop by for help or to talk outside my regular office hours. If my door is closed, knock. Having an office across the hall from the elevators means I generally keep my door closed because of the noise. Note that I am unavailable on Thursday afternoons. If you need/want to see me on a Friday, make an appointment because otherwise I will probably not be on campus except to teach my classes.

Required textbook:


Course Protection and Intellectual Property

My personal work contained in this syllabus, the course calendar, and all handouts and assignments created by me are my intellectual property and are protected by law. You do not have authorization to duplicate any part of the work without my permission.

Course Description:

An Introduction to research methods in criminal justice. It will begin with basic intuition and curiosity and will lead students through the process of creating, understanding and interpreting research. This course is writing enhanced.

Program Learning Objectives:

• The student will demonstrate an understanding of legal and/or social science research and will apply professional standards of writing and research to criminal justice issues.
• The student will demonstrate an awareness of multicultural and ethical issues in criminal justice, and will use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

Course Learning Outcomes. By completing this course, students should be able to:

• Explain the methods and ethical issues related to the study of crime patterns and criminal behavior.
• Develop operational definitions of concepts and measurement for the purpose of criminological research.
• Conduct experimental and quasi-experimental research utilizing appropriate sampling techniques and survey design.
• Demonstrate the basic processes used for program evaluation research related to criminal justice agencies.
Attendance Policy:
Students are expected to attend all class sessions on a regular and punctual basis. Attendance will be taken during each course session for financial aid purposes and reported to the university for this purpose. Students who are more than five minutes late may not be allowed to enter the classroom (if there is some legitimate reason, in the professor’s judgment, that you will be late contact the professor prior to the beginning of class by email, telephone, or text message). Note that attendance is not part of the course grade, however, students are responsible for all material covered in class and obtaining course notes and assignment information from someone other than the professor.

Grading Policy
Final course grades will be assessed on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>“A”</td>
<td>90-100%</td>
<td>Exams:</td>
<td>20% of grade</td>
</tr>
<tr>
<td>“B”</td>
<td>80-89%</td>
<td>Final Exam:</td>
<td>20% of grade</td>
</tr>
<tr>
<td>“C”</td>
<td>70-79%</td>
<td>Assignments:</td>
<td>30% of grade</td>
</tr>
<tr>
<td>“D”</td>
<td>60-69%</td>
<td>Research project:</td>
<td>30% of grade</td>
</tr>
<tr>
<td>“F”</td>
<td>0-59%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required Course Work:
- **Exams:** There will be three (3) exams during the course of the semester. Exams will be a mixture of short answer, multiple choice, and true/false in format. All exams are hosted on D2L/Brightspace.
- **Final exam:** At the end of the semester there will be a comprehensive final exam hosted on D2L/Brightspace. The final exam will utilize the same format as regular exams.
- **Assignments:** Throughout the semester, students will be given assignments intended to reinforce concepts learned through lecture and textbook reading. Instructions and due dates for assignments will be announced in class each week.
- **Research project:** Each student will produce a research paper resulting from the collaborative efforts of the entire class. More details regarding this project can be found on D2L/Brightspace.

Incomplete course work: Late assignments will not be accepted and make-up exams will not be permitted without approval obtained from the instructor based on extenuating circumstances. Extenuating circumstances include, but are not limited to: military deployment, religious holidays/observances, court appearances, jury duty, family emergencies, personal or immediate family illness, or participation in student athletics or other university approved activity.

Please note the following course policies regarding course work missed as a result of absences:
- Students who miss exams because of participation in student athletics or other university-approved activities will be permitted to take a make-up exam at the professor’s convenience. Such students will also be allowed to make up assignments given or completed in class on the day of the approved absence.
- Students who miss exams for reasons other than student athletics or other university approved activities will need to provide acceptable documentation of the absence. Acceptable documentation includes, but is not limited to: notices from doctors/medical providers on official stationary that include the date(s) of illness; published obituaries that include date of funeral services; copy of military orders; or a copy of jury duty summons or other judicial document supporting a court appearance.
- **Procedure for missed exams:** students who miss exams will report to the professor’s office on the first business day (except Fridays) following the absence during regularly scheduled office hours. Students with classes during these times are required to contact the professor by email within 24
hours of their absence. Students who do not follow this policy will forfeit the opportunity to make up exams.

**Conduct:** students are expected to act in a professional manner at all times in the classroom. Professionalism includes, but is not limited to, displaying civility and courtesy to everyone in class and not engaging in activity that distracts other students or the professor. *Students failing to act in a professional manner may be asked to leave the classroom and penalized up to 10% of the overall course grade. Students that have to be asked to leave more than once will fail the class.*

- Electronic devices: Students are not permitted to use laptop computers or tablets to aid in note taking or any other purpose without prior consent from the professor. Audio or video recording of lectures is not permitted unless the student has received prior approval from the professor. The use of cellular telephones during class time for any reason is prohibited. Students who violate these policies may be asked to leave the classroom at the professor’s discretion and penalized up to 10% of the overall course grade.

- Note on courtesy: engaging in some activity other than actively listening and participating in class is considered to disrespectful to the professor. Students who listen to music, “surf” the internet, watch videos, study or work on assignments for other classes, read books, or sleep in class will be subject to the penalty for violating this conduct policy as stated above.

- For further information related to student conduct go to: [http://www.sfasu.edu/regents/docs/review/july_16_2013/Student_Conduct_Code%28D-34.1%29.pdf](http://www.sfasu.edu/regents/docs/review/july_16_2013/Student_Conduct_Code%28D-34.1%29.pdf)

**Academic dishonesty:** Students are expected to conduct themselves in accordance with the highest standards of academic honesty and integrity avoiding all forms of cheating, illicit possession of examinations or examination materials, unwarranted access to instructor’s solutions’ manuals, plagiarism, forgery, collusion and submissions of the same assignment to multiple courses. Please refer to [http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf) to learn about the university’s academic dishonesty policy which will be strictly enforced by the professor.

**Disabled Student Policy:**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For further information regarding academic accommodation for students with disabilities go to: [http://www.sfasu.edu/policies/academic-accomodation-for-students-with-disabilities.pdf](http://www.sfasu.edu/policies/academic-accomodation-for-students-with-disabilities.pdf)

**Course Withdrawal and Withheld Grades:**

For information regarding course withdrawal go to: [http://www.sfasu.edu/policies/course-add-drop_6.10.pdf](http://www.sfasu.edu/policies/course-add-drop_6.10.pdf). The last day to drop this course without a grade of WP or WF is 24 October 2018. Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.